



**St. Mary's College (Autonomous), Thoothukudi**  
**Minutes of the Twenty Fifth Meeting of the Governing Body**

The Twenty Fifth meeting of the Governing Body was held on 1<sup>st</sup> December 2022 at 11.00 a.m. in the Audio Visual Room. Dr. Sr. S. Decla, the Chairperson of the Governing Body presided over the meeting. The following members were present:

- |   |                    |
|---|--------------------|
| 1. Dr. Sr. S. Decla<br>Superior General                               | Chairperson        |
| 2. Dr. Sr. F. Mary Joyce Baby<br>Provincial                           | Vice Chairperson   |
| 3. Dr. Sr. A.S.J. Lucia Rose<br>Principal                             | Secretary          |
| 4. Dr. Sr. C. Shibana<br>Secretary                                    | Member             |
| 5. Dr. Sr. S. Kulandai Therese<br>Deputy Principal                    | Member             |
| 6. Dr. A. Punitha Tharani<br>Controller of Examinations               | Member             |
| 7. Dr. S. Mary Baptista Janet<br>Dean, School of Biological Sciences  | Member             |
| 8. Ms. M. Jothimani<br>Dean, School of Physical & Computing Sciences  | Member             |
| 9. Dr. Fernando Alexanderia<br>Dean, School of Management & Economics | Member             |
| 10. Ms. A. Amora<br>Dean of UGC Affairs                               | Member             |
| 11. Dr. N. Arokiya Mary<br>Senior Staff Representative                | Member             |
| 12. Rev. Fr. Dr. V. Britto<br>Educationist                            | Member             |
| 13. Dr. S. Uma Maheswari  | University Nominee |

The following members expressed their inability to attend the meeting.

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|--|---------------------|
| 1. Prof. Mahesh Panchagnula                                    | UGC Nominee         |
| 2. Dr. R. Baskaran   | State Govt. Nominee |
| 3. Dr. L. Jacqueline Leo<br>Dean, School of Language & Culture | Member              |
| 4. Dr. B. Serena Margaret<br>IQAC Coordinator                  | Member              |

The meeting commenced with an invocation to the Almighty after which Dr. Fernando Alexanderia, Dean, School of Management & Economics welcomed the August body.

**Agenda 1/9:**

Confirmation of minutes of 24<sup>th</sup> Governing Body meeting

**Related to 1/9:**

Ms. A. Amora, Dean of UGC Affairs presented the minutes of the 24<sup>th</sup> Governing Body meeting. The minutes were approved by the council.

**Agenda 2/9:**

Action Taken Report on the recommendations made in the 24<sup>th</sup> Governing Body meeting

**Related to 2/9:**

Ms. A. Amora, Dean of UGC Affairs presented the Action Taken Report. Rev. Fr. Dr. V. Britto suggested writing a detailed Action Taken Report which was otherwise presented in the Principal's report and it was resolved.

**Agenda 3/9:**

Confirmation of minutes of 23<sup>rd</sup> Academic Council meeting

**Related to 3/9:**

Ms. M. Jothimani, Dean, School of Physical & Computing Sciences presented the minutes of the 23<sup>rd</sup> Academic Council Meeting. The minutes were accepted by the council.

**Agenda 4/9:**

Revision of U.G. Syllabus in 2023 due to the introduction of Language and General English as Part I & Part II for II B. Com, II B.B.A., II B.Sc. Computer Science

**Related to 4/9:**

Rev. Fr. Dr. V. Britto welcomed the introduction of Language and General English as Part I & Part II for II B. Com, II B.B.A. and II B.Sc. Computer Science. He appreciated the concept of making students who have learned French in Part I to study Tamil as a Non-Major Elective and as a Self-Study Course.

**Agenda 5/9:**

Revision of P.G. Syllabus

**Related to 5/9:**

The revision of PG syllabi to be done from the year 2023 to 2025 was accepted by the council.

**Agenda 6/9:**

Time limit for completion of Degree Programme

**Related to 6/9:**

Rev. Fr. Dr. V. Britto suggested that the time limit for the completion of the U.G. programme, which is reduced from 6 years to 5 years, can be followed only if it is mandatory or let it continued to be for 6 years. Rev. Sr. Dr. A.S.J. Lucia Rose, Principal, answered that it was as per the instruction given by M.S. University.

Rev. Sr. Dr. Decla, the Chairperson reminded about the 4 year degree programme as insisted by Dr. Rajvir Sharma, the UGC nominee in the previous Governing Body meeting. Rev. Sr. Dr. A.S.J. Lucia Rose, Principal & Secretary of the Governing Body, clarified that the colleges above 3.3 CGPA by NAAC can only introduce a four-year degree programme. Rev. Sr. Dr. Mary Joyce Baby, Vice Chairperson said as our college has secured 3.29 CGPA we should also consider the 4 year degree programme as it is as per NEP.

#### **Agenda 7/9:**

Introduction of cognitive level in the CIA Question papers

#### **Related to 7/9 :**

Introduction of cognitive level in the CIA Question papers was resolved by the council.

#### **Agenda 8/9:**

Report of Semester Examination Results

#### **Related to 8/9:**

The Controller of Examinations Dr. A. Punitha Tharani, presented the consolidated report of the Semester Examination Results and it was approved by the Council.

Rev. Sr. Dr. Decla enquired about the poor results in the department of History and the remedial steps taken by the Controller's office. Dr. Punitha Tharani, Controller of Examinations replied that as most of the students in that department are from Tamil medium, they find it difficult to express themselves in English language. The first UG students are slow in writing as they are appearing for the offline examination after two years of online exams.

Rev. Sr. Dr. C. Shibana, Secretary, viewed that the students refer their study materials only for the End Semester Examination and not for the internal exam. She advised on conducting remedial classes. Rev. Sr. Dr. Decla advised that steps must be taken for below average students. She insisted that the teachers should create interest in the subject and teach with Audio – Visual aids.

Dr. Sr. Mary Joyce Baby suggested adopting a new method of teaching through Audio Visual.

Dr. Uma Maheswari, University nominee, recommended highlighting the points through PPT and through repeated coaching. She also advised to give counseling to the third UG students so that they may continue their PG programme at our college.

Rev. Fr. Dr. Britto appreciated the results. But he suggested identifying the courses where the percentage of passes is less than 60 or 70 and to take remedial steps. He reiterated the suggestion given by Dr. Uma Maheswari to identify the slow learners and give them remedial coaching.

## **Agenda 9/9:**

Any other matter

The External Experts offered the following suggestions and appreciation:

Rev. Sr. Dr. Decla, Superior General advised us to be brief in presenting the Principal's report. All details can be included in the report, but highlight only what is needed as it is a business meeting. Rev. Sr. Dr. Mary Joyce Baby, Provincial also felt the same.

Rev. Fr. Dr. Britto, Educationist, congratulated and appreciated the college for its development; awards received by Rev. Sr. Dr. A.S.J. Lucia Rose, Principal and faculty, for patents received and publication of books and research papers. He said holistic development is also taken care of by the institution.

Rev. Sr. Dr. Decla, Superior General, felt that the details given in the report brought out the scientific temperament of students and faculty.

Rev. Sr. Dr. Mary Joyce Baby, Provincial, appreciated the awards and patents by Science faculty. She recommended that the Arts faculty also to go for a patent. She felt that the research publication was equal for the Science and Arts faculty.

Dr. Uma Maheswari, University Nominee, appreciated the awards, patents and publications. She recommended publication of papers with an impact factor and also enquired how the Patents were Published.

Rev. Fr. Dr. Britto appreciated the department of Psychology for conducting various programmes, since the present day need is mental health. He also appreciated the Tamil Department for organising the program Bibliotherapy as a relief to stress. By conducting international webinars, he said the college has connections with other countries. He appreciated the beach cleaning activity, study made on "Street vendors during lockdown", for carrying out Naan Mudhalvan Scheme, the celebration of Yoga day, the students' Induction Programme for UG and PG students, the involvement of the Library Committee in research work and mass reading of Thirukural.

Rev. Fr. Dr. Britto suggested celebrating National Constitution Day and having a detailed Mentor record.

Rev. Sr. Dr. Mary Joyce Baby answered that the mentoring record is maintained but problems are not specified as it is personal. Ms. Jothimani, Dean, School of Physical & Computing Sciences answered that all other details of students are included in the Mentor Mentee Record.

Rev. Sr. Dr. Decla appreciated the CDP and Unnat Bharat Abhiyan scheme. She asked Rev. Sr. Dr. Kulandai Therese, Deputy Principal to give a brief note on CDP and UBA as given in the report. Rev. Sr. Dr. Kulandai Therese highlighted that Women Empowerment was given prime importance. She said that training was given for Palm Leaf Craft, Aari work etc.

She shared how the activities carried out by CDP of our college which was highly appreciated at the UBA meeting in Hyderabad. She also mentioned about the Perennial fund received by the college from UBA.

Rev. Sr. Dr. Decla appreciated all the work done by the Management, Rev.Sisters and faculty. She suggested the evaluation of various benefits to outsiders through the contribution made by the college. She asked us to reflect on the constitution and relate the rights in the Preamble of our country. She insisted on highlighting the Preamble in the Notice Boards in the college campus. She also recommended to examine ourselves and the contributions made by us for the fruitful development of the students.

The meeting concluded with the vote of thanks proposed by Dr. N. Arokiya Mary, Senior faculty & Associate Professor of Zoology.



# ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

TWENTY FIFTH GOVERNING BODY MEETING – 01.12.2022

Sl.No.	Members	Signature
1.	Dr. Sr. S. Decla Superior General	
2.	Dr. Sr. F. Mary Joyce Baby Provincial	
3.	Dr. Sr. A.S.J. Lucia Rose Principal	
4.	Dr. Sr. C. Shibana Secretary	
5.	Dr. Sr. S. Kulandai Therese Deputy Principal	
6.	Dr. A. Punitha Tharani Controller of Examinations	
7.	Dr. L. Jacqueline Leo Dean, School of Language & Culture	
8.	Dr. S. Mary Baptista Janet Dean, School of Biological Sciences	
9.	Ms. M. Jothimani Dean, School of Physical & Computing Sciences	
10.	Dr. Fernando Alexandria Dean, School of Management & Economics	
11.	Ms. A. Amora Dean of UGC affairs	
12.	Dr. B. Serena Margaret IQAC Coordinator	
13.	Dr. N. Arokiya Mary Senior Member	
14.	Rev. Fr. Dr. V. Britto Educationist	
15.	Prof. Mahesh Panchagnula UGC Nominee	
16.	Dr. R. Baskaran The Joint Director of Collegiate Education	
17.	Dr. S. Uma Maheswari University Nominee	



**St. Mary's College (Autonomous), Thoothukudi**  
**Minutes of the Twenty Sixth Meeting of the Governing Body**

The Twenty Sixth meeting of the Governing Body was held on 5<sup>th</sup> May 2023 at 11.00 a.m. in the Audio Visual Room. Dr. Sr. S. Decla, the Chairperson of the Governing Body presided over the meeting. The following members were present:

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|---|--------------------|
| 1. Dr. Sr. S. Decla<br>Superior General                               | Chairperson        |
| 2. Dr. Sr. F. Mary Joyce Baby<br>Provincial                           | Vice Chairperson   |
| 3. Dr. Sr. A.S.J. Lucia Rose<br>Principal                             | Secretary          |
| 4. Dr. Sr. C. Shibana<br>Secretary                                    | Member             |
| 5. Dr. Sr. S. Kulandai Therese<br>Deputy Principal                    | Member             |
| 6. Dr. A. Punitha Tharani<br>Controller of Examinations               | Member             |
| 7. Dr. L. Jacquiline Leo<br>Dean, School of Language & Culture        | Member             |
| 8. Dr. S. Mary Baptista Janet<br>Dean, School of Biological Sciences  | Member             |
| 7. Ms. M. Jothimani<br>Dean, School of Physical & Computing Sciences  | Member             |
| 8. Dr. Fernando Alexanderia<br>Dean, School of Management & Economics | Member             |
| 9. Dr. B. Serena Margaret<br>IQAC Coordinator                         | Member             |
| 9. Dr. N. Arokiya Mary<br>Senior Staff Representative                 | Member             |
| 10. Rev. Fr. Dr.V. Britto<br>Educationist                             | Member             |
| 11. Dr. S. Uma Maheswari  | University Nominee |

The following members expressed their inability to attend the meeting.

- |  |                     |
|--|---------------------|
| 1. Prof. Mahesh Panchagnula            | UGC Nominee         |
| 2. Dr. R. Baskaran                     | State Govt. Nominee |
| 3. Ms. A. Amora<br>Dean of UGC Affairs | Member              |

The meeting commenced with an invocation to the Almighty after which Ms. M. Jothimani, Dean, School of Physical & Computing Sciences welcomed the August body.

**Agenda 1/8:**

Confirmation of minutes of 25<sup>th</sup> Governing Body meeting

**Related to 1/8:**

Dr. Fernando Alexanderia, Dean, School of Management & Economics read the minutes of the 25<sup>th</sup> Governing Body meeting. The minutes were approved by the Governing Body.

**Agenda 2/8:**

Action Taken Report on the recommendations made in the 25<sup>th</sup> Governing Body meeting

**Related to 2/8:**

Dr. S. Mary Baptista Janet, Dean, School of Biological Sciences presented the Action Taken Report.

**Agenda 3/8:**

Minutes of 24<sup>th</sup> Academic Council meeting

**Related to 3/8:**

Dr. S. Mary Baptista Janet, Dean, School of Biological Sciences presented the confirmed minutes of the 24<sup>th</sup> Academic Council Meeting for information. The Governing Body took note of the minutes.

**Agenda 4/8:**

Academic Bank of Credits (ABC) - Registration

**Related to 4/8:**

Rev. Sr. Dr. Mary Joyce Baby enquired whether ABC registration was mandated by the Tamil Nadu Government. The Deans and IQAC Coordinator informed that as per National Education Policy 2020, ABC has been envisaged to facilitate academic mobility of students. Registration and credit maintenance are through National Academic Depository (NAD). Implementation of ABC is guided by UGC regulations.

**Agenda 5/8:**

Revision of I UG & PG Syllabus

**Related to 5/8:**

Dr. Sr. S. Decla enquired whether the revision in the syllabus approved by the Board of Studies was analysed in comparison with TANSCHS Syllabus and conformity ensured. Dr. Fernando Alexanderia, Dean, School of Management & Economics replied that it was duly analysed for compliance of TANSCHS. Though the course structure has to be identical variance in syllabus is permitted up to 25% for Autonomous colleges. The Chairperson enquired whether the details of reference, Textbooks are furnished in tandem with the syllabus. Dr. Fernando Alexanderia and Dr. Mary Baptista Janet confirmed that they are given in detail.



**Agenda 6/8:**

Change in Question Paper Pattern

**Related to 6/8:**

The Governing Body discussed and approved the changes adopted by the Board of Studies in Question Paper Pattern.

**Agenda 7/8:**

Report on Semester Examination Results

**Related to 7/8:**

The Controller of Examinations Dr. A. Punitha Tharani, presented the consolidated report on the Semester Examination Results. Dr. Sr. S. Decla, the Chairperson asked the Controller of Examination about the general performance of the students for which Dr. A. Punitha Tharani, the Controller replied that the overall result is quite good though some departments need improvement. Dr. Uma Maheswari, University Nominee observed that the number of absentees in the ESE Examinations has reduced.

**Agenda 8/8:**

Any other matter

The External Experts offered the following suggestions and appreciation:

Rev. Sr. Dr. S. Decla, the Chairperson of the Governing Body and Rev. Sr. Dr. C. Shibana the member and the Secretary of the College enquired whether the Remedial classes were effective. Dr. Fernando Alexanderia, Dean, School of Management & Economics informed that it is effective in a few departments. Dr. Sr. A.S.J. Lucia Rose, Secretary of the Governing Body and Principal of the College reiterated that it is the duty of every teacher to take up the responsibility of conducting effective remedial classes. Dr. Sr. Decla, the Chairperson said that the teachers' commitment should be sustained and they should take care of the students.

Rev. Sr. Dr. Decla, exhorted on the need for more focused teaching of Part II English especially to Economics and History students. Dr. Serena Margaret, IQAC Coordinator informed that apart from remedial classes Question Bank is supplied to the students and they are specifically trained in section A objective type questions.

Dr. Fr. Britto, Educationist desired that the National Constitution Day should take the lead in the celebrations of every year's programme and to include that in the Action Taken Report. It was said that related programmes were conducted by the Centre for Women Excellence. Dr. Sr. Decla advised the forum that the suggestions given must be implemented and then only it will be fruitful.

Dr. Sr. Decla enquired about the status of Industrial Visits arranged through MoUs as suggested by Mr. Micheal Motha in the Academic Council Meeting.

Dr. Fernando Alexanderia answered that since the college is registered as a member of CII students can go for industrial visit and internship to any of the industrial units under the banner of

CII. Sr. Principal said that visits to industrial units have increased and Dr. Serena confirmed that such visits are properly organized and documented.

Dr. Sr. Decla and Dr. Sr. Mary Joyce Baby commended the Job Fair conducted by the college.

Dr. Fr. Britto congratulated the IQAC for the good work done. He also appreciated the celebration of the International Year of Millets. He wished that it should be continued in the coming years also.

Dr. Sr. Mary Joyce Baby appreciated Dr. Serena Margaret, IQAC Coordinator for the awards received by her and enquired whether all the staff members are assessed as per norms. Dr. Serena Margaret responded that all are individually assessed and after assessment, orientation is given as required.

Dr. Sr. Decla suggested that the IQAC can take the responsibility of making students read and to inculcate the habit of reading, may provide various articles of interest to students through WhatsApp etc. Dr. Serena accepted the suggestions and informed that the Librarian assist students to enroll in N.List; students are encouraged to make use of the vast resources available.

Dr. Fr. Britto appreciated the seminar conducted by the Research Forum. Dr. Uma Maheswari, University Nominee suggested that Research Forum meeting can be arranged once in a month for the Research Scholars so that they could meet discuss with other scholars, and understand the pace of their work and improve themselves.

Dr. Sr. Decla advised that scholars should be encouraged to read extensively on their research topics and write articles on their own.

Dr. Uma Maheswari asked whether any patents have been obtained. Dr. Serena Margaret answered that we had patents in the years 2020-2021 and 2021-2022.

Dr. Murugeswari appreciated the MoUs and asked whether it is active. Dr. Jacqueline Leo, Dean, School of Language & Culture answered that it is active only.

Dr. Fr. Britto appreciated the college and Sr. Principal for various awards viz., NPTEL Certification, the award to the Librarian, Savitribai Jyotirao Phule Fellowship for Single Girl Child (SJS GC) award, tie up with IIT, Engineering Colleges, Dental Colleges and Museum etc.

Dr. Sr. Decla and Dr. Sr. Mary Joyce Baby appreciated Sr. Principal for her service to the college and for the awards received by her.

The meeting took note of the Principal's report, Deans' Office report, IQAC report, Research report and Library report.

The meeting concluded with the vote of thanks proposed by Dr. N. Arokiya Mary, Senior faculty & Associate Professor of Zoology.